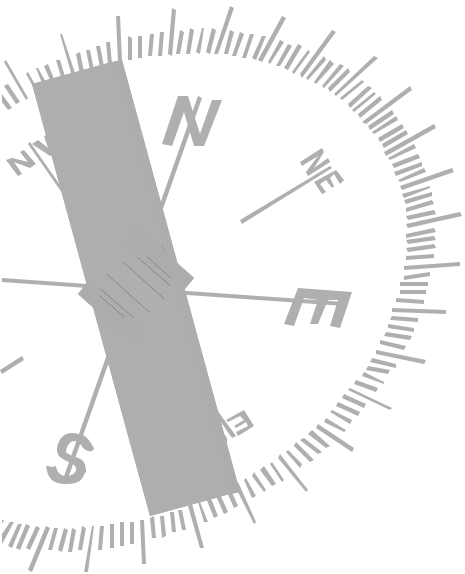


Improving Federal Financial On-Line Reporting



Grantee Reporting System Development

Please Login:

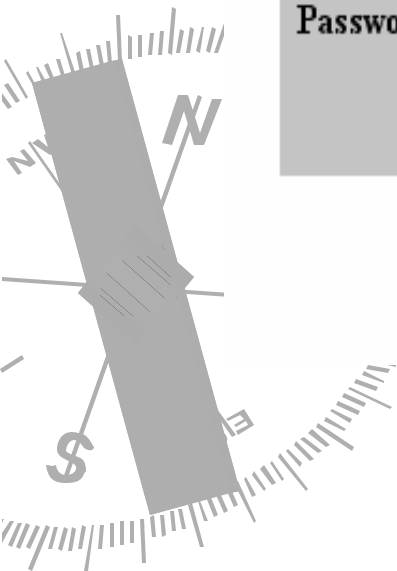
Enter the Password for the grantee you are reporting on



Password:

Login

[Department of Labor Privacy and Security Statement.](#)



Select SESA Component - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Print Mail TV

Address http://gladiator.doleta.gov/CFDOCS/grantee_prod/reporting/sesa/sesa_select.cfm?CFID=42372&CFTOKEN=21752228 Go Links

ETA

U.S. Department of Labor
Employment and Training Administration

SESA Financial Status Data (Std. Form 269)

Select SESA Component:

Employment Service Grants

Employment Service - State Allotments Next

Unemployment Insurance Grants

Unemployment Insurance State Administration Next

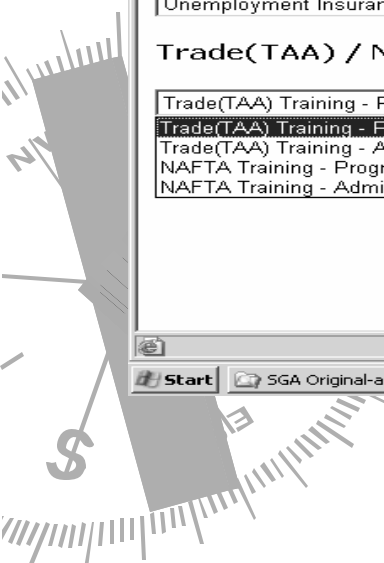
Trade(TAA) / NAFTA-TAA Training Grants

Trade(TAA) Training - Program
Trade(TAA) Training - Program
Trade(TAA) Training - Administration
NAFTA Training - Program
NAFTA Training - Administration

Next

[Mandatory Submission](#) | [Instructions](#) | [Log out](#)

Start SGAs Original-and M... Desktop CFBCI 2005-grassro... 5 Microsoft Outlook Select SESA Comp... Microsoft PowerPain... Trusted sites 2:20 PM





SESA - Unemployment Insurance Grants

Trade(TAA) Training - Administration

STATE	GRANT #	PMS DOC #	FY/IPY	REPORT PERIOD	
GA	TA111130160	TA11113FX0	FY 2001	06/30/2003 ▾	Next
GA	TA118760255	TA11876IJ0	FY 2002	09/30/2004 ▾	Next
GA	TA126860355	TA12686LD0	FY 2003	06/30/2003 ▾	Next
GA	TA134890455	TA13489NQ0	FY 2004	12/31/2004 ▾	Next



U.S. Department of Labor
Employment and Training Administration

SESA Financial Status Data
(Std. Form 269)

1. Federal Agency and Organizational Element to Which Report is Submitted: U.S. Department of Labor, ETA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency : TA134890455 TA13489NQ0		OMB Approval No. 0348-0039					
3. Recipient Organization (Name and complete address, including ZIP code) GEORGIA DEPARTMENT OF LABOR (1), 148 INTERNATIONAL BOULEVARD, N.E. SUITE 600 ,ATLANTA, GA 30303									
4. Employer Identification Number <input type="text"/>		5. Recipient Account Number or Identifying Number : <input type="text"/>		6. Final Report <input type="radio"/> Yes <input checked="" type="radio"/> No		7. Basis <input type="radio"/> Cash <input checked="" type="radio"/> Accrual			
8. Funding/Grant Period (See instructions) From: 10/01/2003 To: 09/30/2006				9. Period Covered by this Report From: 10/01/2004 To: 12/31/2004					
10. Transactions:				I		II		III	
				Previously Reported		This Period		Cumulative	
a. Total Outlays				<input type="text" value="151860.04"/>		<input type="text"/>		<input type="text" value="151860.04"/>	
b. Refunds, rebates, etc.				<input type="text" value="0"/>		<input type="text"/>		<input type="text" value="0"/>	
c. Program income in accordance with the deduction alternative used				<input type="text" value="0"/>		<input type="text"/>		<input type="text" value="0"/>	
d. Net outlays (Line a, less the sum of line b and c)				<input type="text" value="151860.04"/>		<input type="text" value="0"/>		<input type="text" value="151860.04"/>	

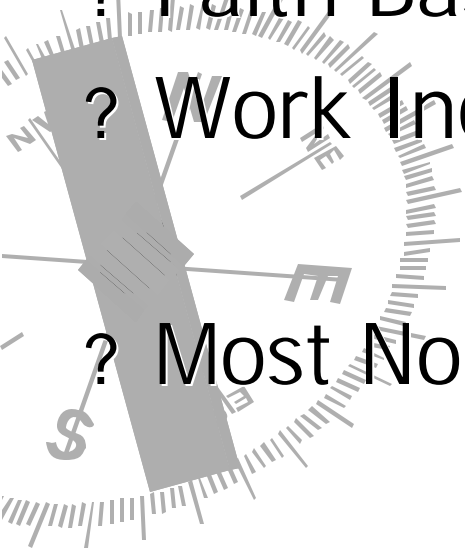
How we got here...

- ? Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107)
- ? Grants.gov initiative
- ? President's Management Agenda



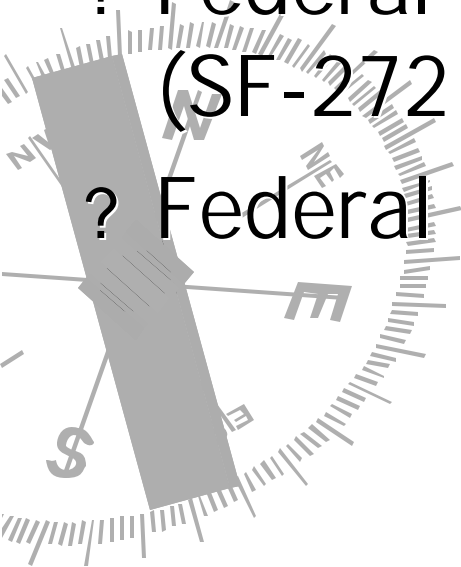
Which DOL grants will require the new FFR?

- ? SESA programs
- ? Earmark/Demonstration/Pilot grants
- ? High Growth Job Training Initiative grants
- ? Faith Based grants
- ? Work Incentive grants
- ? Most Non-DOL grant programs



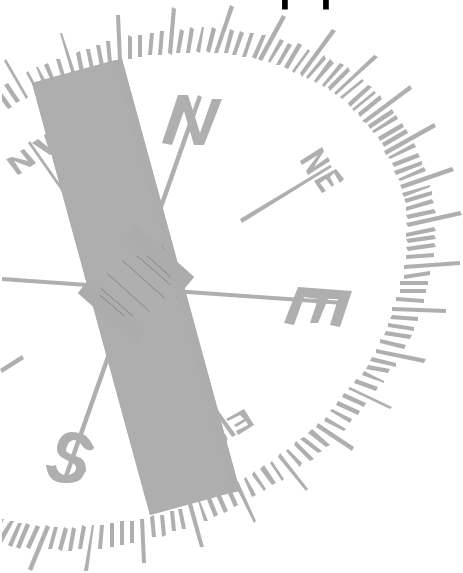
Consolidation

- ? Four forms into a single form
- ? Financial Status Reports
(SF-269 and SF-269A)
- ? Federal Cash Transactions Reports
(SF-272 and SF-272A)
- ? Federal Financial Report (FFR)



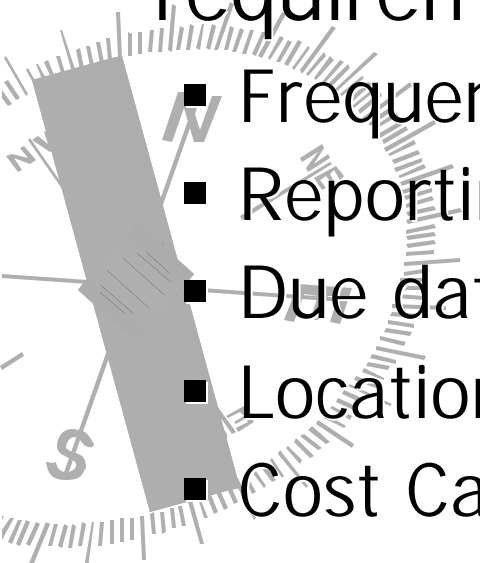
Simplification

- ? Reduction of financial reporting burden
- ? Combining elements of six forms into one:
 - Over 100 line items are reduced to approximately 35



Standardization

- ? Standard data elements to use for reporting purposes
- ? Agencies cannot change or modify elements
- ? Agencies will identify program-specific requirements

- 
- Frequency
 - Reporting period
 - Due dates
 - Location
 - Cost Categories

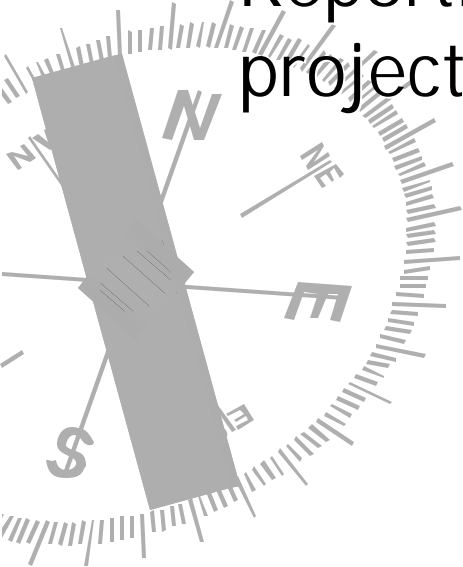
Standardized Reporting Dates

? Calendar quarter reporting periods

- 3/31, 6/30, 9/30, and 12/31

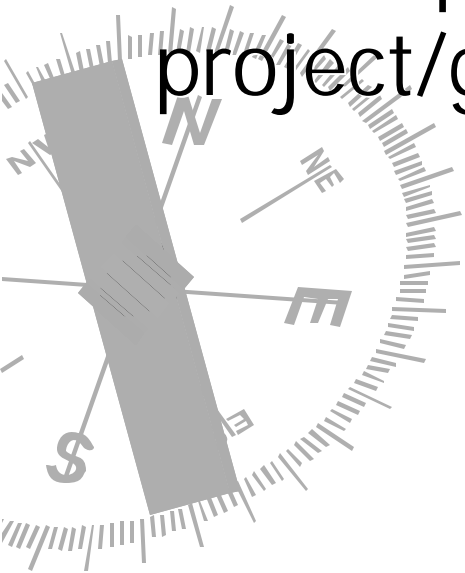
? Final reports

- Reporting period end date is end of project/grant period



Standardized Reporting Dates

- ? Reports shall be submitted 45 days after end of quarter
- ? Final reports 90 days after end of project/grant period end date



More Standardization

- ? 45 days consistency with submission of cash transaction reports to Payment Management System (PMS)
- ? Recipients still have opportunity to request submission due date extension



Flexibility

? Reporting Frequency

- Quarterly
- Semi-annual
- Annual

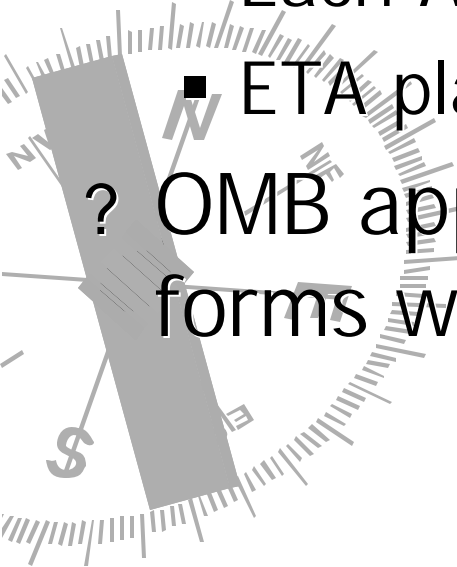
? Cash Management vs. Financial Status

? Single vs. Multiple award



Implementation

- ? SF-269 expired January 31, 2005
 - Temporarily extended w/o end date
- ? Transition to new FFR
 - Each Agency sets own schedule
 - ETA plan for June 30, 2005 data
- ? OMB approved agency/program specific forms will be revised to mirror new FFR



Even more...

- ? FFR proposal published in Federal Register
April 8, 2003 [68 FR 17097]
- ? Over 200 comments received
 - Federal agencies
 - Non-profits
 - Institutes of higher education
- ? Awaiting final notice posting in Federal Register: effective 30 days from publication



New Data Elements

? DUNS number

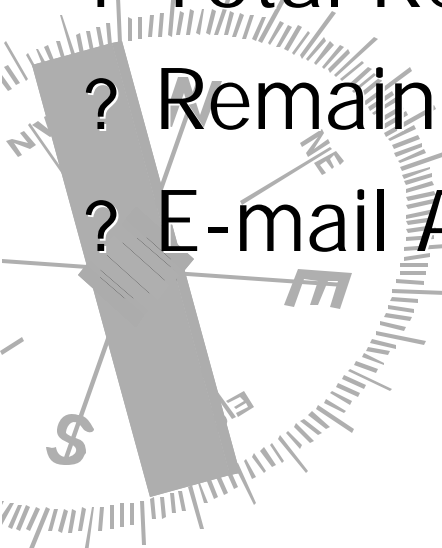
- Data Universal Numbering System

? Employer Identification Number

? Total Recipient Share Required

? Remaining Recipient Share to be Provided

? E-mail Address



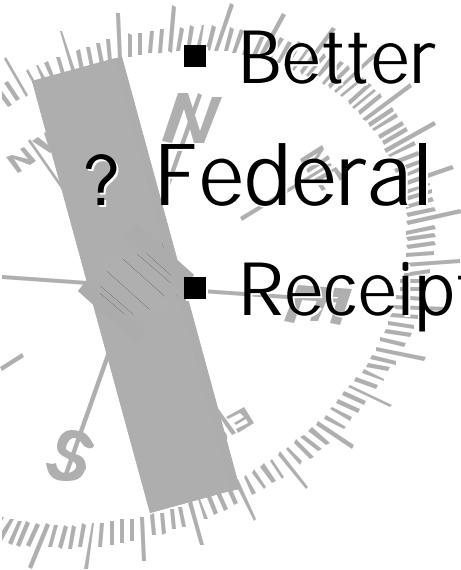
New “Revisions”

? Cumulative amounts only

- Reporting Period End Date (Line item 9)
- Better assess financial activity during reporting period
- Better facilitate the calculation of cash on hand

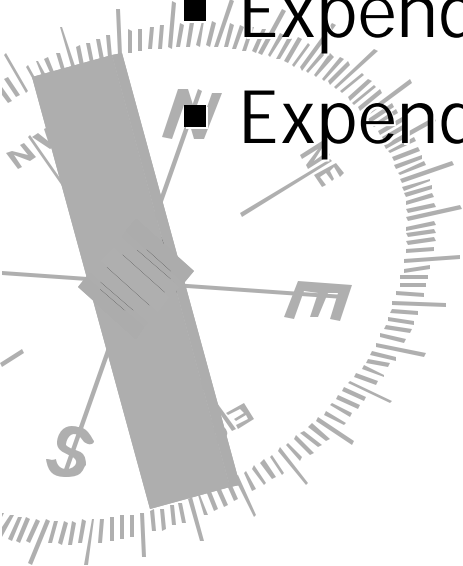
? Federal Cash section

- Receipts, Disbursements, Cash on Hand



More on revisions...

- ? FFR Attachment for multiple grants
- ? Strengthened, detailed line item instructions
- ? Consistent terminology
 - Expenditures
 - Expended



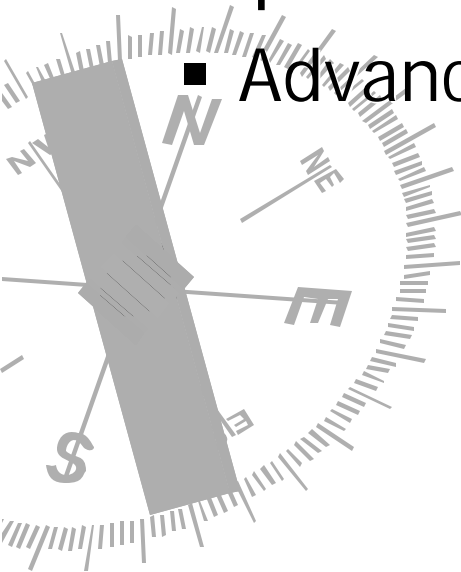
Revisions, con't...

? Federal Cash section

- Explanation required if more than three days of Federal cash on hand at end of reporting period

? Report cash disbursed

- Advances to subrecipients and subcontractors



Realignment

? Expenditures and Unobligated Balance

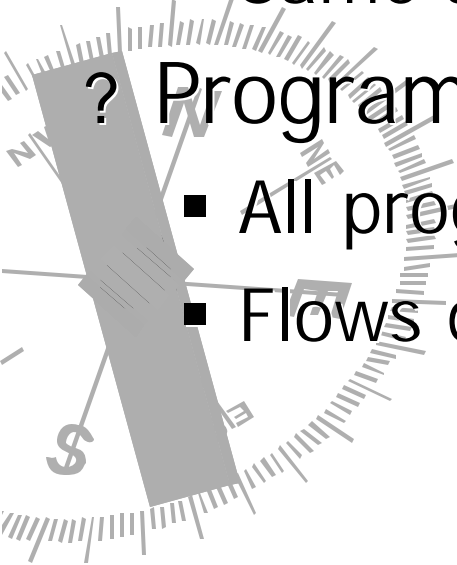
- Flows downward from award

? Recipient Share

- Same as above

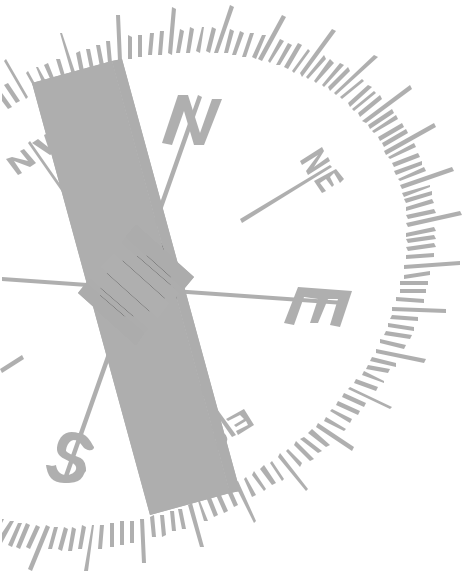
? Program Income

- All program income aligned together
- Flows downward from total



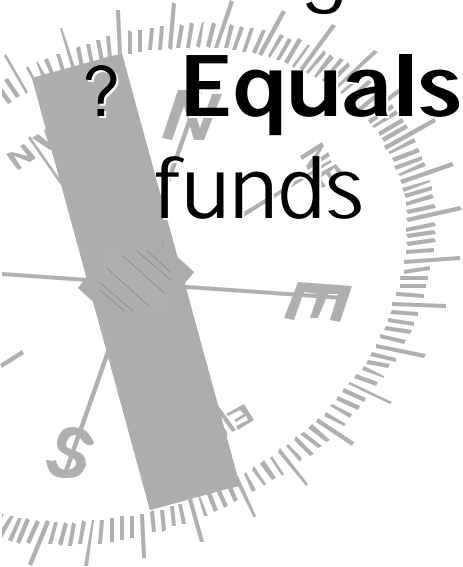
New “Deletions”

- ? Previous and Current Quarter information
- ? Refunds, Rebates line item
- ? Indirect Cost information



Reporting Process

- ? Total Federal funds authorized **minus**
- ? **Sum of** Federal share of Expenditures (accrued) and Federal Unliquidated Obligations
- ? **Equals** Unobligated balance of Federal funds



Report Header Information

- ? Items 1 – 9
- ? Specific grant number
- ? DUNS number
- ? Employer Identification Number
- ? Project/Grant period
- ? Reporting period end date
- ? Pre-entered into EIMS

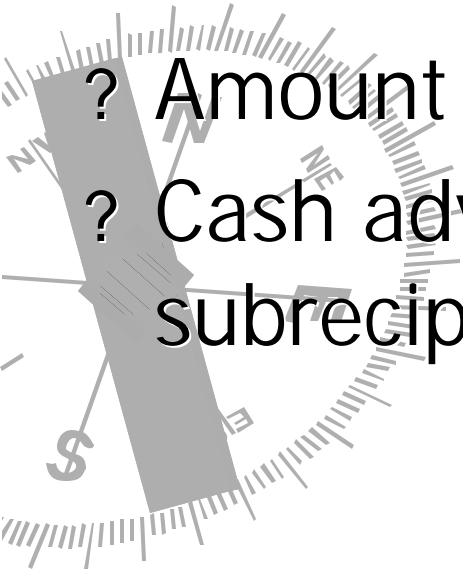
Item 10a. Cash Receipts

- ? Cumulative amount of actual cash received from DOL ETA as of the reporting period end date
- ? Amount of drawdown from Payment Management System
- ? Compliance with Cash Management Improvement Act



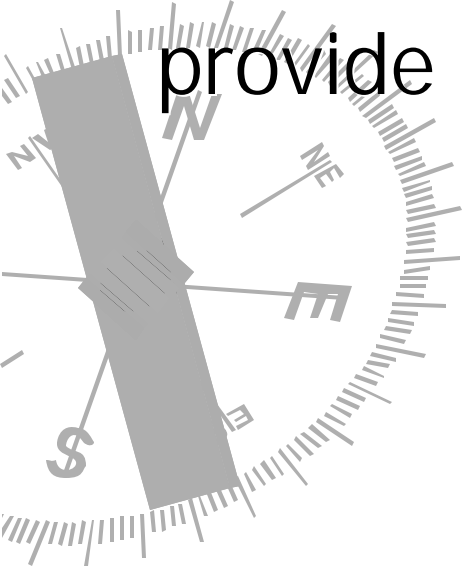
Item 10b. Cash Disbursements

- ? Cumulative amount of Federal fund disbursements (cash, checks) as of the reporting period end date
- ? Direct charges for goods and services
- ? Amount of indirect costs charged to grant
- ? Cash advances and payment to subrecipients and subcontractors



Item 10c. Cash on Hand

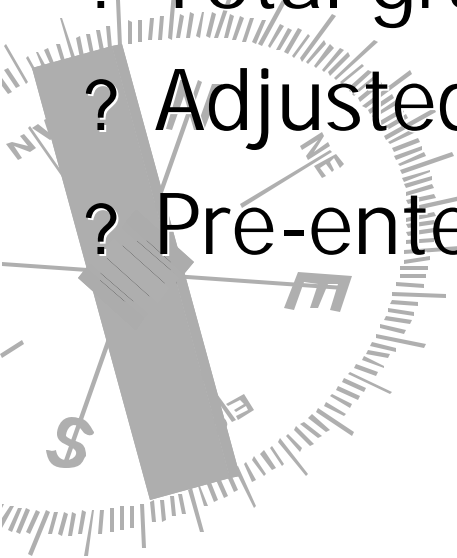
- ? Line 10a minus 10b.
- ? Amount represents immediate cash needs
- ? Cash on hand in excess of three days,
provide explanation in Remarks



Item 10d.

Total Federal funds authorized

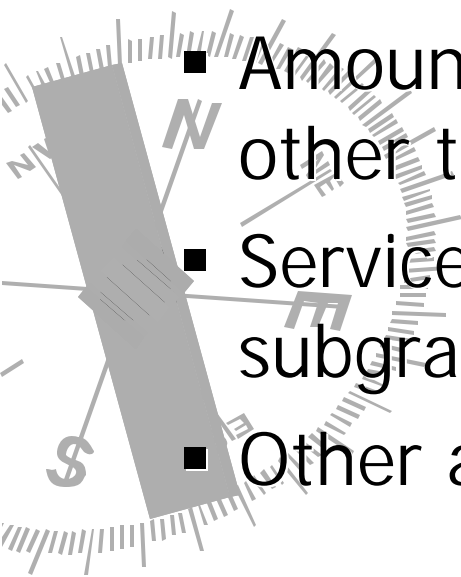
- ? Total grant award amount
- ? Adjusted if grant award modified
- ? Pre-entered in EIMS



Item 10e. Federal Share of Expenditures (Accrued)

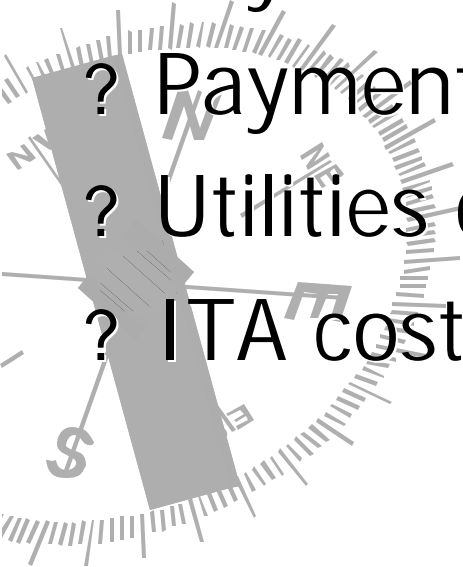
? Charges incurred during a given period:

- Actual cash disbursements for direct charged goods and services
- Indirect expense incurred
- Amounts owed by the grantee for goods and other tangible property received
- Services performed by employees, contractors, subgrantees, and other payees
- Other amounts becoming owed (annuities, etc.)



Include in 10e. Federal Share of Expenditures

- ? Staff payroll costs
- ? Tuition – if required by institution
- ? Payment for participant support services
- ? Payment for professional services costs
- ? Utilities costs
- ? ITA costs



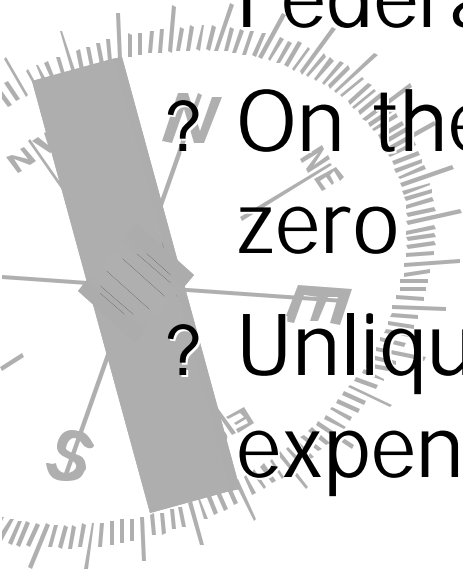
Item 10f.

Federal Share of Unliquidated Obligations

? Unliquidated obligations attributable to Federal grant award

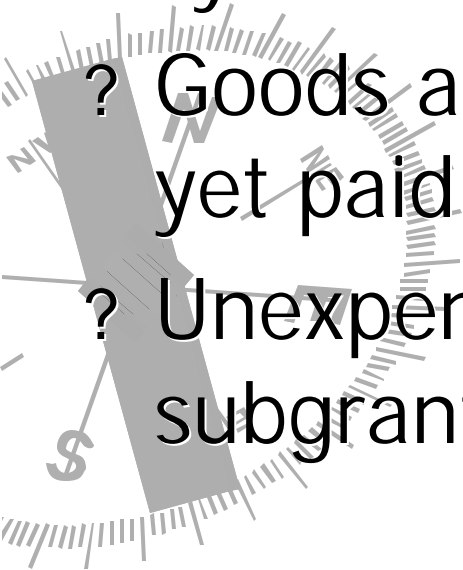
? On the final report, item 10f must be zero

? Unliquidated obligations plus expenditures equals federal share

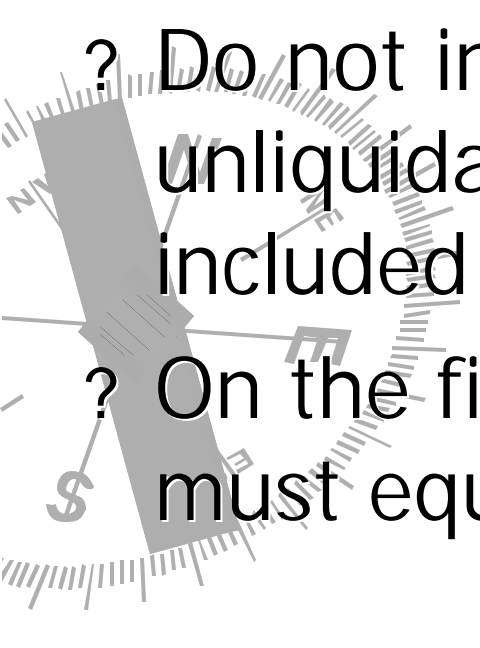


Unliquidated Obligations

- ? Total amount of obligations incurred by the grantee for which an expenditure has not yet been recorded in the official accounting system
- ? Goods and services not yet received and not yet paid for (undelivered orders)
- ? Unexpended portion of awards to subgrantees and contractors

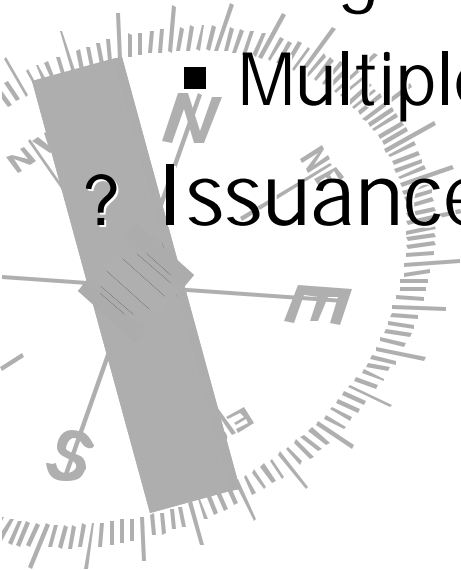


More on Unliquidated Obligations...

- ? Total obligations minus total accrued expenditures equals total unliquidated obligations
 - ? Do not include any amount as an unliquidated obligation that has been included as an accrued expenditure
 - ? On the final report, unliquidated obligations must equal zero
- 

Include in 10f Unliquidated Obligations

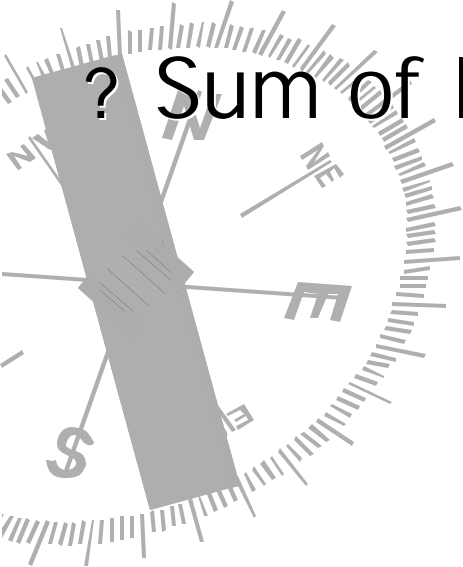
- ? Orders placed for office supplies
- ? Training contracts
 - Single semester/school year
 - Multiple year
- ? Issuance of ITA not an obligation



Item 10g.

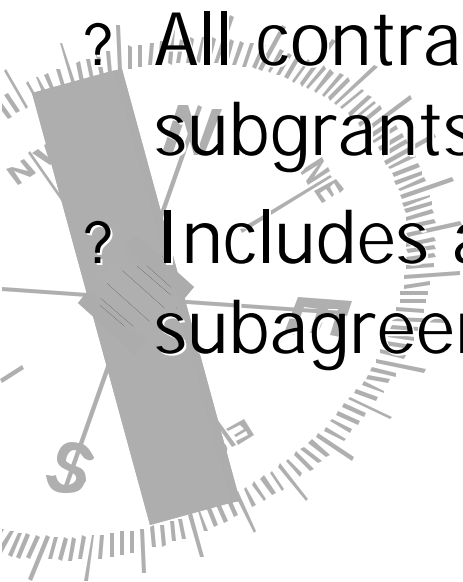
Total Federal Share

- ? Total Federal obligations
- ? Federal share of expenditures plus Federal share of unliquidated obligations
- ? Sum of Items 10e and 10f



Federal Obligations

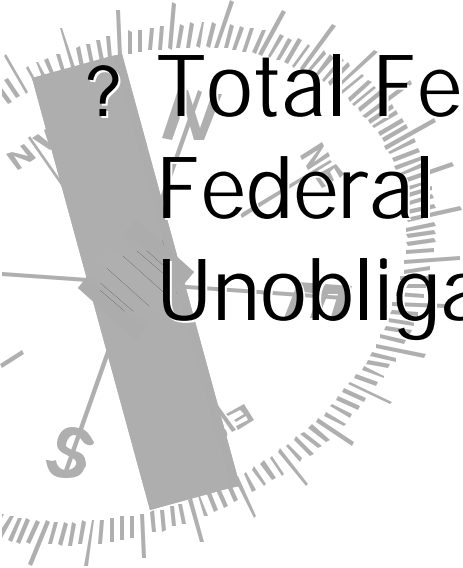
- ? Legal commitment to make payment under grant or program
- ? All orders placed
- ? All contracts and subgrants awarded
- ? Includes all subagreements
- ? Goods and services received
- ? Other similar transactions during the funding period that will require payment by the recipient or subrecipient during the same or a future period



Item 10h.

Unobligated balance of Federal funds

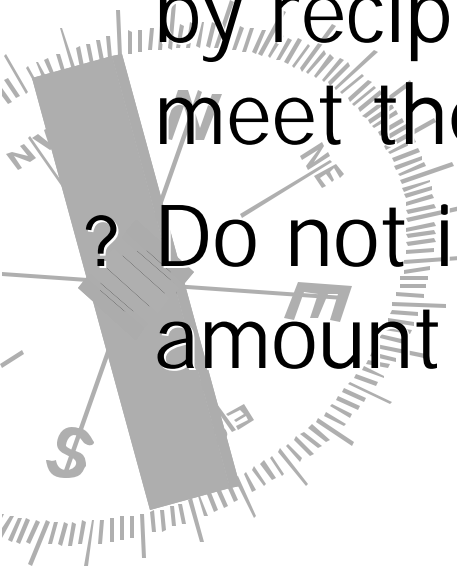
- ? Portion of funds authorized by DOL ETA that has not been obligated by the grantee
- ? Total Federal funds authorized minus total Federal Share (Obligations) equals Unobligated balance



Item 10i.

Total Recipient Share Required

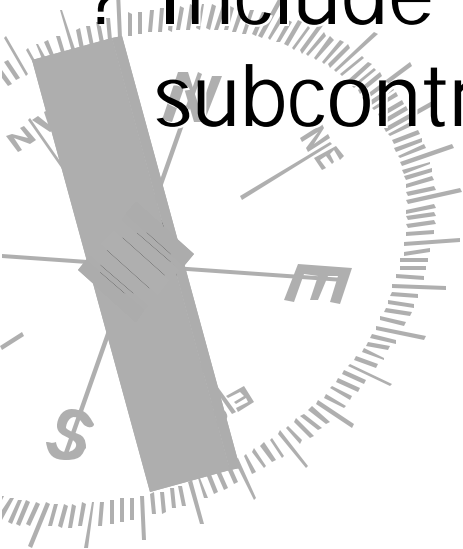
- ? Total required recipient share for funding period
- ? Include all match and cost sharing provided by recipients and third-party providers to meet the level required by Federal agency
- ? Do not include any amount in excess of amount required



Item 10j.

Recipient Share of Expenditures

- ? Cumulative amount of recipient share of actual cash disbursements of non-federal funds
- ? Include payments to subrecipients and subcontractors with non-federal funds



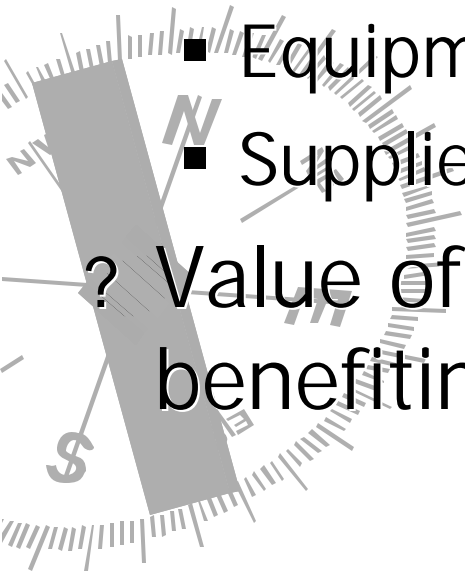
Item 10j.

Recipient Share of Expenditures

? Value of non-cash contributions provided by non-Federal third parties

- Real property
- Equipment
- Supplies

? Value of goods and services directly benefiting the project or program



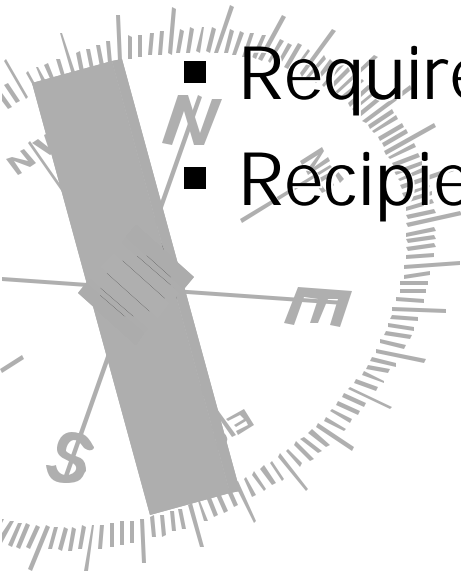
Items 10j.

More on Recipient Share

? Recipient Share of Program Income used

? Allowable program expenditures from:

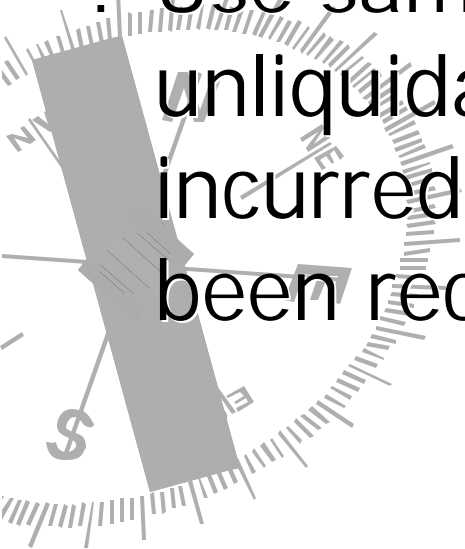
- Cash contributions
- Required matching funds
- Recipient's non-federal funds



Item 10k.

Recipient's share of unliquidated obligations

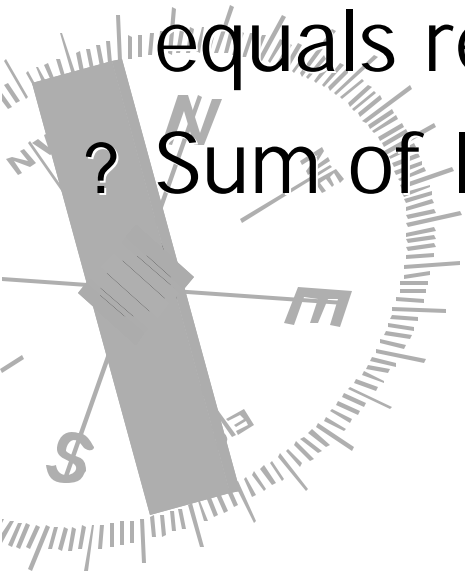
- ? Unliquidated obligations attributable to recipient funds or matching funds
- ? Use same definition as Federal share of unliquidated obligations: obligations incurred for which an outlay has not yet been recorded



Item 10l.

Total Recipient Share

- ? Total recipient obligations
- ? Unliquidated obligations plus expenditures equals recipient's share
- ? Sum of Item 10j and Item 10k

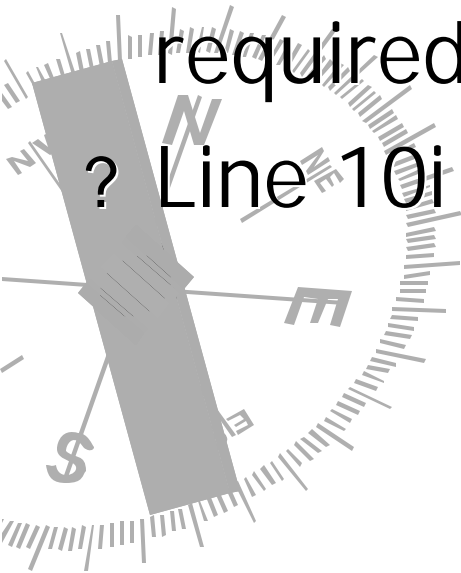


Item 10m.

Remaining recipient share to be provided

? Total recipient share (obligations)
subtracted from total recipient share
required

? Line 10i minus 10l



Item 10n.

Total Federal program income earned

? Revenue earned by the recipient that is directly generated by a supported activity or earned as a result of the award



Item 10p.

Program income expended with the addition alternative

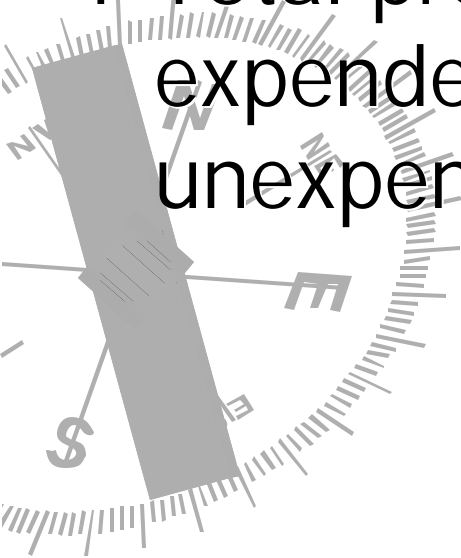
- ? Amount of program income expended under program or grant
- ? Must be used for allowable grant activities



Item 10q.

Unexpended program income

- ? Program income earned but not yet been expended
- ? Total program income earned minus expended program income equals unexpended program income

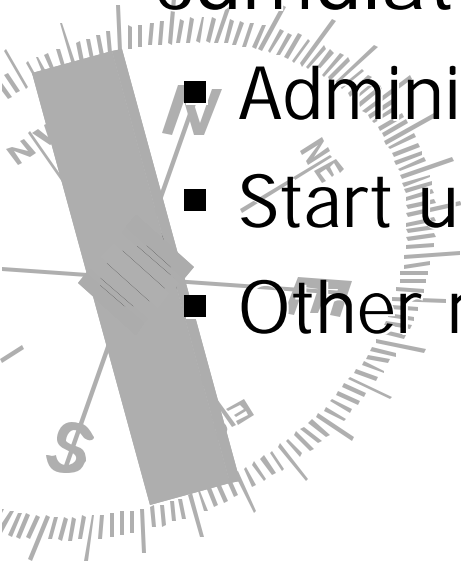


Item 11

Remarks

- ? Additional comments or clarifications
- ? As directed by program requirements, enter cumulative accrued expenditures for:

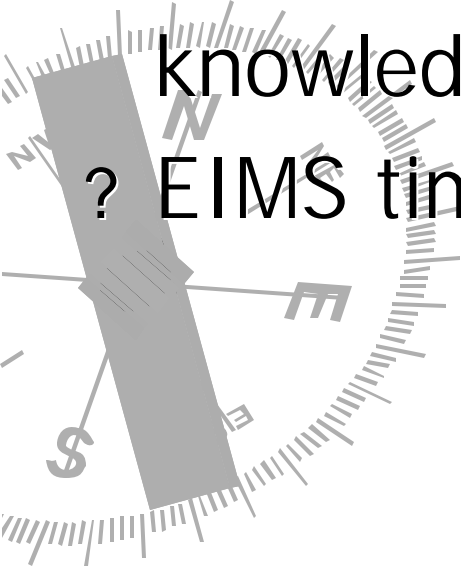
- Administrative costs
- Start up costs
- Other required program cost breakouts



Item 12

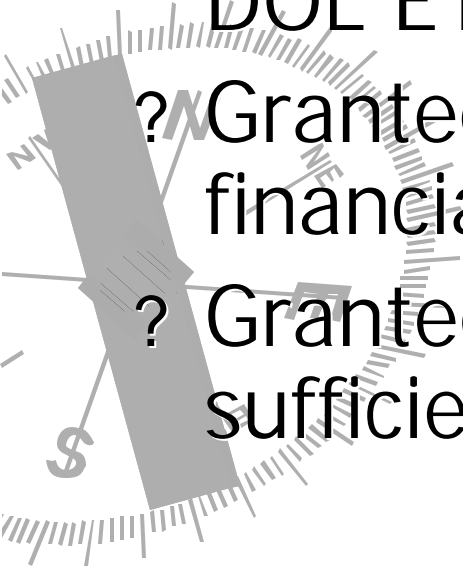
Certification

- ? Authorized official enters assigned Personal Identification Number (PIN) to certify that data is complete and accurate to best of knowledge
- ? EIMS time and date stamps report

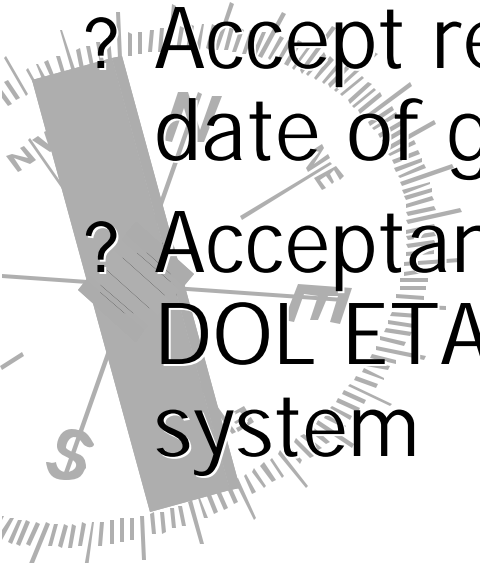


Subrecipient Reporting

- ? State/Direct grant recipient must establish subrecipient reporting requirements in order to comply with DOL ETA requirements
- ? Grantee must monitor subrecipient financial activity
- ? Grantee must require subrecipient data in sufficient time to meet reporting due date

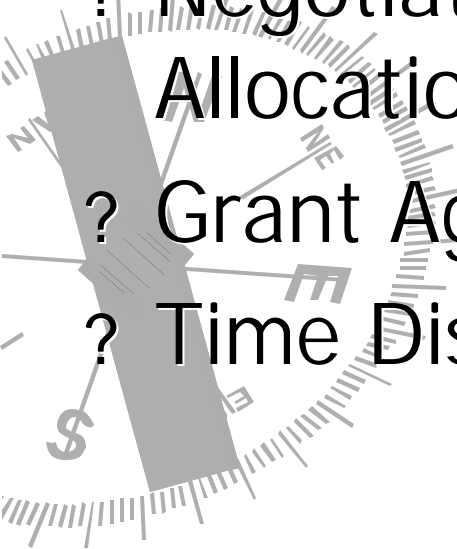


Role of Federal Project Officer (FPO)

- ? Review certified data for completeness and accuracy – cannot change data
 - ? Communicate with grantee to discuss any concerns
 - ? Accept report within 10 working days from date of grantee certification
 - ? Acceptance signifies valid data for use in DOL ETA accounting and output report system
- 

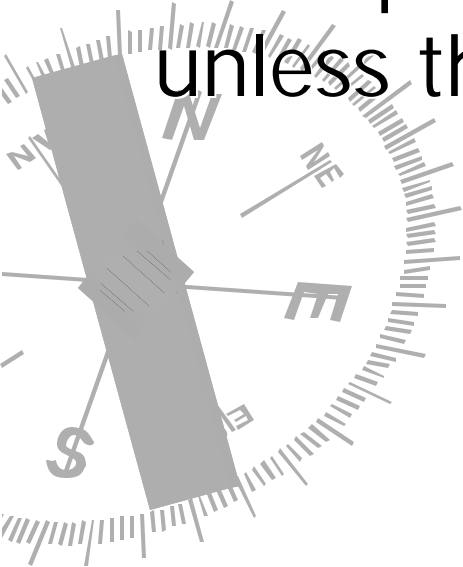
How to Prepare Reports

- ? Official Accounting records
- ? Chart of Accounts
- ? Cash Disbursement Register
- ? Negotiated Indirect Cost Plan or Cost Allocation Plan
- ? Grant Agreement, Budget and/or Mod
- ? Time Distribution Records/Time Sheets



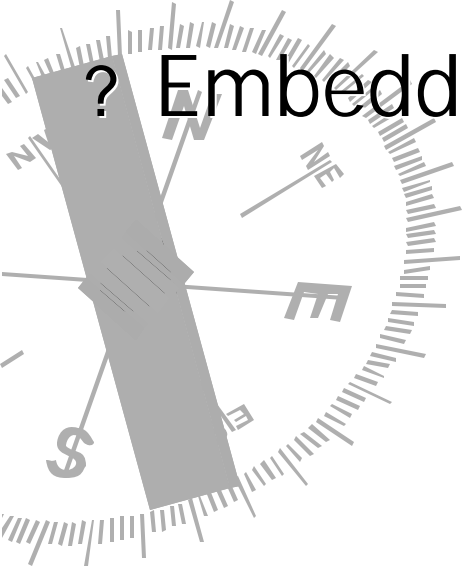
Reporting Specifications

- ? Internet-based reporting of financial data into Enterprise Information Management System (EIMS)
- ? New quarter of data CANNOT be entered unless the previous quarter is certified

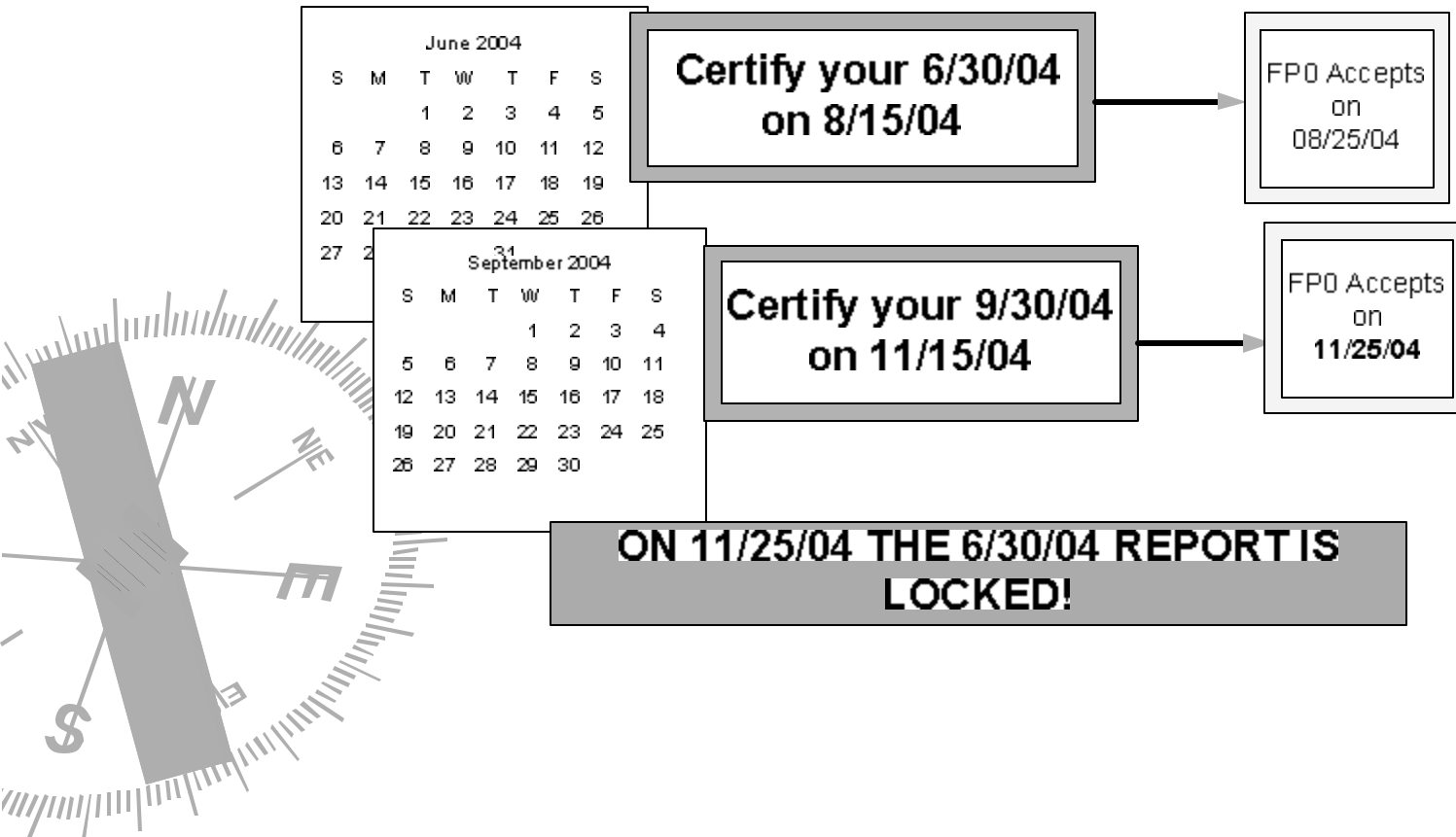


...more Specs

- ? Reporting quarter CANNOT be skipped
- ? Once TWO consecutive quarters are Regionally certified, the previous quarter will be locked
- ? Embedded data entry/ line item instructions



Report Modifications and Locking



Even more....

? Grantees provided:

- Passwords (data entry)
- PINs (data certification)

? Reports are cumulative by fund source

? All reports must be reported on an accrual basis



Questions?

